

TOWN OF TUPPER LAKE REGULAR & ORGANIZATIONAL MEETING

Thursday, January 2, 2014

7:00 P.M.

- Roll Call: Supervisor Patricia Littlefield
Councilman John Quinn
Councilman Michael Dechene
Councilwoman Kathleen Lefebvre
- Recording Secretary: Laurie J Fuller – Town Clerk
- Also: Paul O’Leary – Assessor/Code Officer
Mike Fritts – Youth Activity Director
William Dechene – Highway Superintendent
- Press: Shaun Kittle – Adirondack Daily Enterprise
- Guest: Councilman Dechene’s wife Diane
Councilman Quinn’s wife Rita

Supervisor Littlefield called meeting to order at 7:01 P.M. opening with the Pledge of Allegiance.

1. Swearing of new board members:
- Town Clerk did the swearing in for new board members, all four members, Supervisor Patricia Littlefield, Councilman John Quinn, Councilman Michael Dechene, and Councilwoman Kathleen Lefebvre raised their right hand and repeated after the Town Clerk the oath of office. Observing were Councilman Quinn’s wife Rita and Councilman Dechene’s wife Diane.
2. Items added to Agenda:
- Budget Transfers- item 5.8
 - Approve Abstract of Audit Vouchers in the amount of \$1,140.31-item 5.9
 - Authorize Supervisor to approve payment for standard monthly statements – item 5.10
3. Organizational Meeting

2014 Organizational Meeting

January 2, 2014

- | | |
|---------------------------------|---|
| Assessor | K. Paul O’Leary |
| Deputy Town Clerk & Registrar | Donna Maliszewski
Town Clerks Appt. |
| Building Custodian | Donna Maliszewski |
| Court Clerk, Part Time | Laurie Fuller |
| Dog Officer | Ryan Shaheen |
| Tax Collector for the year 2014 | Laurie J. Fuller |
| Deputy Tax Collector | Donna Maliszewski |
| Deputy Highway Superintendent | Derek Foote
Highway Superintendent’s Appt. |
| Deputy Supervisor | Councilman John Quinn
Supervisor’s Appt. |
| Hazardous Waste Control Officer | Safety Joe |

Town Historian	John Kopp
Town Health Officer	Ron Simmons
Town Planner	Paul O’Leary
Deputy Town Planner	Mike Fritts
Code Enforcement/Zoning Officer	Paul O’Leary
Bookkeeper to Supervisor	Samantha Burnett
Budget Officer	Supervisor Patricia Littlefield
Town Accountant	Susan Svoboda
Town Attorney	Kirk Gagnier
Youth Activity Director	Mike Fritts
Legal holidays observed	New Year’s Day Lincoln’s Birthday Washington’s Birthday Memorial Day Independence Day Labor Day Columbus Day Election Day Thanksgiving Day Veteran’s Day Christmas Day Martin Luther King Day
Town Clerk’s Petty Cash	\$200.00
Mileage Allowance	.50 cents
Official Depository	Community Bank & NBT Bank
Official Newspapers	Tupper Lake Free Press or Adirondack Daily Enterprise
Regular Monthly Board Meeting	2 nd Thursday – 7:00 P.M.

Councilman Dechene made motion to approve 2014 appointments as listed above

Seconded by Councilman Quinn
All Town Board Members voted AYE 4/0 Littlefield, Quinn, Dechene & Lefebvre

2014 Committees

HIGHWAY DEPARTMENT	Supervisor Patricia Littlefield Councilman John Quinn
LITTLE WOLF BEACH & CAMPSITE	Councilman John Quinn Councilwoman Kathleen Lefebvre
TOWN OFFICES, BUILDINGS & PROPERTIES	Councilman Michael Dechene Councilwoman Kathleen Lefebvre
TUPPER LAKE COUNTRY CLUB	Councilman Michael Dechene Supervisor Patricia Littlefield
AUDIT COMMITTEE	Councilwoman Kathleen Lefebvre Councilman Michael Dechene
DOG CONTROL	Supervisor Patricia Littlefield
TOWN PLANNER & YOUTH ACTIVITY DIRECTOR	Supervisor Patricia Littlefield Councilman Michael Dechene

- Subject to change after new board member appointment

Councilman Dechene made motion to approve 2014 Committees as listed above

Seconded by Councilman Quinn
All Town Board Members voted AYE 4/0 Littlefield, Quinn, Dechene & Lefebvre

4. Lease Agreement with Franklin County Probation:

Resolution #1/2014
LEASE AGREEMENT

This Agreement made this 2nd day of January 2014 between the **TOWN OF TUPPER LAKE**, a municipality with offices at 120 Demars Blvd., Tupper Lake, New York 12986 (“Lessor”) and **FRANKLIN COUNTY PROBATION DEPARTMENT**, Malone, New York 12953 (“Lessee”)

Lessor does hereby lease to Lessee the office on the first floor of the Town of Tupper Lake Office Building, 120 Demars Blvd., Tupper Lake, New York, which has been previously occupied by Lessee, with the privileges and appurtenances for and during the term of one year from the 1st day of January 2014 to December 31, 2014.

Lessee will pay to Lessor for the use of said premises; the annual rent One Thousand Two Hundred (\$1,200.00)

In the event Lessee shall fail pay said rent, or any part thereof when it becomes due, it is agreed that Lessor may sue for the same, or re-enter said premises, or resort to any other legal remedy.

Lessor will provide heat and lights to the office space and office personnel of Lessee may use the lavatory facilities. Lessee will provide its own telephone services.

Lessee covenants that at the expiration of said term it will surrender said premises to Lessor in as good condition as now, necessary wear and damage by the elements excepted.

WITNESS the hands and seals of the said parties as of the day and year first above written.

In presence of

TOWN OF TUPPER LAKE

BY: _____

Supervisor Patricia S. Littlefield

Motion: Councilman Dechene
Seconded: Councilman Quinn
Action: Carried 4/0 vote
Date: January 2, 2014

Franklin County Probation Department

BY: _____

Probation Department Executive Director

5. Lease Agreement with Chamber of Commerce:

After some discussion board members agreed to rescind motion at last meeting to rent office space to Chamber of Commerce in the amount of \$2,000.00 dollars a year, and change amount to \$1,200.00 dollars a year.

**Resolution #2 /2014
LEASE AGREEMENT**

This Agreement made this 2nd day of January 2014 between the **TOWN OF TUPPER LAKE**, a municipality with offices at 120 Demars Blvd., Tupper Lake, New York 12986 (“Lessor”) and **Tupper Lake Chamber of Commerce**, Tupper Lake, New York 12986 (“Lessee”)

Lessor does hereby lease to Lessee two offices on the first floor of the Town of Tupper Lake Office Building, 120 Demars Blvd., Tupper Lake, New York, which has been previously occupied by Lessee, with the privileges and appurtenances for and during the term of one year from the 1st day of January 2014 to December 31, 2014.

Lessee will pay to Lessor for the use of said premises; the annual rent One Thousand Two Hundred (\$1,200.00)

In the event Lessee shall fail pay said rent, or any part thereof when it becomes due, it is agreed that Lessor may sue for the same, or re-enter said premises, or resort to any other legal remedy.

Lessor will provide heat and lights to the office space and office personnel of Lessee may use the lavatory facilities. Lessee will provide its own telephone services.

Lessee covenants that at the expiration of said term it will surrender said premises to Lessor in as good condition as now, necessary wear and damage by the elements excepted.

WITNESS the hands and seals of the said parties as of the day and year first above written.

In presence of

TOWN OF TUPPER LAKE

BY: _____

Town Supervisor Patricia S. Littlefield

Motion: Councilman Dechene
Seconded: Councilwoman Lefebvre
Action: Carried 4/0 vote
Date: January 2, 2014

BY: _____
Chamber President Adam Boudreau

6. Setting Pole Dam Notice to Bidders:

NOTICE TO BIDDERS

NOTICE IS HEREBY GIVEN that the Town of Tupper Lake, Franklin County, New York seeks bids for the appraisal of the real property and improvements know as Setting Pole Dam located at Racquette River Outlet consisting of 7.05 acres, tax map parcel #489.-1-3. The Town Board will accept sealed bids until Monday, February 10, 2014 at 1:00 P.M. at which time all bids will be opened and read publically. Bids must be sealed and should also include a non-collusive certificate. Request for proposals shall be submitted to the Town Clerk 120 Demars Blvd. Tupper Lake, New York 12986.

Successful bidder will be required to submit completed appraisal within 60 days following notice of bid award.

The Town reserves the right to reject any and all bids

By order of the Town Board of the Town of Tupper Lake New York by Laurie J Fuller, Town Clerk

Supervisor Littlefield will provide a list of appraiser to send notice to.
Notice will be published in the Watertown Times paper and Adirondack Daily Enterprise.

Councilman Quinn made motion to approve notice to bidders for Setting Pole Dam appraiser
Seconded by Councilwoman Lefebvre
All Town Board Members voted AYE 4/0 Littlefield, Quinn, Dechene & Lefebvre

7. Procurement Policies and Procedures;

Supervisor Littlefield explained this policy needs to be adopted annually even if no changes are made.

Resolution #3 /2014

PROCUREMENT POLICIES AND PROCEDURES

This Resolution sets forth the policies and procedures of the Town of Tupper Lake to meet the requirements of General Municipal Law, Section 104-b.

Purpose

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys, in the best interests of the tax-payers, to facilitate the acquisition of goods and services of maximum quality at the

Second-Hand Equip. From Other Government										
Certain Food & Milk Purchases										
Certain Municipal Hospital Purchases										
Sole Source <i>(For example, a monopoly, a patented</i>										
<i>item, certain textbooks & educational publications.)</i>										

Cooperative bids, state contracts, county contracts or preferred vendors must be utilized prior to initiating a non-bid procurement. Obtain procedures from the division office.

General Municipal Law requires that similar procurements that exceed \$10,000 in a fiscal year must be grouped together for the purpose of determining whether a particular item or group of items must be bid. Such bids will be made at the discretion of the Business Manager.

*An RFP may be required; however, contracts for professional services may be awarded without competitive bidding.

DEFINITIONS:

Purchase Contract: An order for supplies and/or equipment or other goods.

Public Works Contract: An order for the construction or repair of any building, structure, fixture or other improvement on real property including all materials used and all work, labor and other services rendered in connection with such construction or repair.

Professional Services: A service involving specialized skill, training and expertise, use of professional judgment or discretion, and/or a high degree of creativity.

RFP: Request For Proposal

Awards to Other Than Lowest Dollar Offerer

Whenever any contract is awarded to other than the lowest responsible dollar offerer, the reasons such an award furthers the purpose of General Municipal Law, Section 104-b as set forth herein above shall be documented.

Comments concerning the policies and procedures shall be solicited from Town Board members prior to the enactment of the policies and procedures, and will be solicited from time to time hereafter.

The Town Board shall annually review these procedures. The town clerk shall be responsible for conducting an annual review of the procurement policy and for an evaluation of the internal control structure established to ensure compliance with the procurement policy.

The unintentional failure to full comply with the provisions of this General Municipal Law, Section 104-b, shall not be grounds to void action taken or give rise to a cause of action against the Town of Tupper Lake, or any officer or employee thereof.

The above RESOLUTION was unanimously adopted by the Town Board of the Town of Tupper Lake on January 2, 2014.

Town Clerk, Town of Tupper Lake

Date: January 2, 2014

Motion: Councilman Dechene

Seconded: Councilman Quinn

Action: Carried 4/0 vote Littlefield, Quinn, Dechene, Lefebvre

8. Approve Code Officer's
Monthly Report:

Monthly Report
December 2013

2 Building Permits issued in December

0 Complaints filed

Completed 6 field inspections

December 2013 miles logged 64

Please contact me with any questions or concerns.

Respectfully submitted:

Paul O'Leary
Code Enforcement Officer
Town of Tupper Lake

Motion to approve Code Officer's Monthly report as written was made by Councilman Dechene

Seconded by Councilman Quinn
All Town Board Members voted AYE 4/0 Littlefield, Quinn, Dechene & Lefebvre

9. Approve Youth Activity Director's
Monthly Report:

Recreation Department 01-02-14

X-C SKIING – Another big season for the program. Thirty-five have signed up, (three since I've been away). We were able to get out once before the break and the kids had a blast. The program is very fortunate to have a bevy of volunteers which helps because skiers come in all different abilities. Hopefully, weather permitting; we can resume skiing this Monday.

COUNTRY CLUB – The grooming implement has been completed by local welder Dan King. It will be a fine tool in assisting the grooming of the trail network. Generous donations continue to roll in and things are looking good. I've also purchased an igloo making device. Porta-pottys are in place and electricity has been turned on at the pro-shop.

UPCOMING EVENTS – We're going to try a SHOE< SLED AND SKI RELAY on January 18 at the country club. A press release is complete and will be going to the Free Press and ADE for next week.

PHOTOGRAPHY PROPOSAL – Attached is a draft photography RFP for potential vendors for baseball, softball and soccer. Please review and offer comment and recommendations.

WEBSITE – Please fill out the attached and return to be as soon as possible.

REQUEST DISCUSSION IN EXECUTIVE SESSION – I request to talk with the board in executive session regarding a personnel matter.

Motion to approve Youth Activity Director's report was made by Councilman Quinn

Seconded by Councilwoman Lefebvre
All Town Board Members voted AYE 4/0 Littlefield, Quinn, Dechene & Lefebvre

paying standard monthly statements:

RESOLUTION #5 /2014

RESOLUTION AUTHORIZING PAYMENT FOR STANDARD MONTHLY STATEMENTS

Councilman Dechene offered the following resolution.

WHEREAS; A Resolution authorizing Supervisor to approve payment for standard monthly statements prior to regular monthly board meeting in order to avoid late fees.

Councilwoman Lefebvre duly seconded this resolution, and adopted as follows:

Supervisor Littlefield	AYE
Councilman Quinn	AYE
Councilman Dechene	AYE
Councilwoman Lefebvre	AYE

Laurie J. Fuller
Town of Tupper Lake Town Clerk

Date: January 2, 2014

14. Executive Session:

Motion to enter into executive session at 7:55 p.m. to discuss Personal Contracts and CSEA Labor Agreement was made by Councilman Dechene

Seconded by Councilman Quinn
All Town Board Members voted AYE 4/0 Littlefield, Quinn, Dechene & Lefebvre

Motion to enter out of executive session and re-enter into regular meeting at 9:16 p.m. was made by Councilman Quinn

Seconded by Councilman Dechene
All Town Board Members voted AYE 4/0

15. Approve Contract of Services Agreement:

A Contract for Services agreement has been drawn up for three individuals being paid by the town, but not on town’s payroll.

Ronald Simmons, PAC was appointed to be the town’s health officer, for the sum of \$1,500.00 a year.

Susan Svoboda, CPA was appointed to be the town’s accountant, for the sum of \$55.00 dollars per hour on an as-needed basis.

Mary Sue Wolson, has agreed to help out new appointed bookkeeper to the Supervisor, for the sum of \$26.00 per hour on an as-needed basis.

Motion to approve three agreements as listed above was made by Councilman Quinn.

Seconded by Councilman Dechene
All Town Board Members voted AYE 4/0 Littlefield, Quinn, Dechene & Lefebvre

16. Fill vacant seat on Town Board:

RESOLUTION #6 – 2014
OF
THE TOWN BOARD OF THE TOWN OF TUPPER LAKE
FRANKLIN COUNTY, NEW YORK

WHEREAS; Patricia S. Littlefield has been elected as Town Supervisor, and

WHEREAS; her seat as Town Councilwoman becomes vacant.

NOW THEREFORE BE IT RESOLVED; at a Regular Town Board Meeting held January 2, 2014 Councilman Dechene made a motion to appoint Richard P. Skiff of 20 Sugar Maple Lane, Tupper Lake, New York 12986 to fill the unexpired open seat, Seconded by Supervisor Littlefield.

Supervisor Patricia S Littlefield	AYE
Councilman John Quinn	AYE
Councilman Mike Dechene	AYE
Councilwoman Kathleen Lefebvre	NAY

Date: January 2, 2014

Laurie J Fuller – Town Clerk

17. Adjourn:

Motion to adjourn at 9:22 p.m. was made by Councilwoman Lefebvre

Seconded by Councilman Dechene
All Town Board Members voted AYE 4/0 Littlefield, Quinn, Dechene & Lefebvre

Laurie J Fuller – Town Clerk RMC